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Preface

These standards for Summit County real property conveyances are established to comply with sections 315.251 and 319.203 of the Ohio Revised Code.

Section 315.251 of the Ohio Revised Code now requires that a boundary survey be made in order to convey a portion of an existing parcel or to change the legal description for an existing parcel. It also requires that the survey meet the Minimum Standards for Boundary Surveys as promulgated by the Board of Registration for Professional Engineers and Surveyors (Chapter 4733.37 of the Ohio Administrative Code). It further provides that the County Engineer review the survey plat and legal description prepared by the surveyor for compliance with these standards.

Section 319.203 requires that the County Engineer and County Auditor jointly adopt standards governing conveyances of real property in the county. Two public hearings must be held on the standards prior to their initial adoption or any modification of them.

In addition to these standards conveyances must comply with all other county or local standards. Where these standards overlap others the more stringent standard will apply. All deeds, plats, allotments and/or other forms of land conveyance must comply with the laws of the State of Ohio with respect to land transfers including rules, regulations and procedures promulgated by the Ohio Department of Taxation, Division of Equalization with respect to the collection of conveyance fees and exemption(s) therefrom. In the event that a question arises regarding the charging and collection of a conveyance fee, the burden to prove that a parcel(s) is exempt must be presented to the Auditor. If a question exists as to whether a conveyance is exempt or not, the fee will be charged or the parcel(s) will not be conveyed.

These standards cannot take into account every possible situation involving the conveyance of real property. If you feel your situation is one which has not been addressed or which, because of special circumstances, should be exempted from certain of these requirements or if your situation involves a very complex transaction which may result in a lengthy delay in conveyance please call the Summit County Auditor's Conveyance Department and your situation will be reviewed.

Definition of a Real Property Conveyance

For the purposes of these standards a Real Property Conveyance may be any recorded instrument that changes the configuration of a parcel, affects the taxable value of a parcel, changes the ownership of a parcel, changes who is responsible for paying the taxes on a parcel or creates a new parcel. Deeds, plats of subdivision, highway easements and land contracts are conveyances covered by these standards. Mortgages are specifically excluded from this definition.

General Requirements

Affixing of Stamps

The tax map conveyance and recording departments have various stamps that must be affixed to all documents. At a minimum, space must be provided on conveyances next to the legal description of the parcel for the tax map department to affix their stamp. If room is not provided for the rest of the stamps an additional sheet will be added to the conveyance document for the affixing of the stamps.

Description or Plat Required

All non-plat conveyances must contain a metes and bounds description of the parcel being conveyed or must refer to a parcel designation on a recorded plat. The description must be physically printed on the document. Documents with descriptions affixed with tape or glue will not be accepted. Court orders must have the metes and bounds description or parcel and plat reference description contained within the body of the court order or, if an attachment is used, the attachment must be referred to in the body of the court order.

Full Names of Parties

The name of each grantor or grantee shall be in the form <first name> <middle initial (if applicable)> <last name>. Example:

Right: Richard A. Smith and Linda L. Smith

Wrong: Richard A. and Linda L. Smith

Size of Printing

To ensure that documents are legible and that they will reproduce satisfactorily no lettering on a document shall be smaller than the following standards. This standard does not exclude the use of other fonts or typefaces. Whatever font is used must be at least as large as the printing produced by the *Type Size Standards* below. Whatever font is used it must be legible. Unusual fonts may be rejected. Type on pre-printed document forms is exempt from this standard.

Type Size Standards:

Times New Roman 12 point True-Type font for documents output from a word processing program

Pica typeface (10 characters per inch) for typewritten documents

Leroy size 80 for machine or hand drafted documents

Hand lettering

Machine printed or drafted documents are preferred. Hand lettered documents may be rejected if they are not legible or the lettering will not reproduce easily.

Size of documents

No document will be accepted for conveyance that is larger than 24 inches by 36 inches or smaller than 8 ½ inches by 11 inches.

Signatures

All signatures on conveyances must be reproducible by photocopying and by scanning. The use of fine-line pens for signatures is discouraged and may result in a conveyance being rejected if the signature does not reproduce.

Signatures blocks on Mylar should be backed by a piece of white bond paper to aid in reproduction.

Parcel and Routing

All conveyances forms must have both the parcel (parid) and routing (alt_id) printed on the form. All conveyances themselves, except plats, must also have both numbers printed on the conveyance. A plat or survey drawing may have one or the other or both.

Conveyance Forms**Summit County Forms Must be Used**

Only Summit County conveyance forms can be used. These forms have a bold printed county number of “77” at the top and a revision date of 12/98.

Black Ink

Conveyance forms must be filled out in black ink. If possible black ink should also be used for the signature. If black ink is not used for the signature the name of the signatory must be typed or printed in black below the signature.

Legibility

All copies of the conveyance form must be legible.

Conveyances To and From Trusts

Transfers to and from trusts that are not exempt from conveyance fees require no supporting documentation regarding the trust. If the transfer is claimed to be exempt documentation will be required as set out in the following section.

Use of Exempt Form DTE 100 (EX)

If DTE Form 100 (EX), “Statement of Reason for Exemption from Real Property Conveyance Fee” is used Summit County may require proof of the reason for exemption. The reasons for exemption with additional explanations and acceptable proofs are listed here with their corresponding letters from the form. Some conveyances using this form

are also exempt from certain legal description requirements. See section *Exempt Descriptions* on page 8.

(a) To or from the United States, this state, or any instrumentality, agency, or political subdivision thereof

The grantee or grantor must be the United States, a state, a county, a city, a village, a township a board or any other government body or agency.

(b) Solely in order to provide or release security for a debt or obligation;

Examples include deeds from land contract vendees or lessees to terminate a land contract or leasehold interest or a deed in lieu of foreclosure. A copy of the recorded land contract, lease, mortgage or mortgage assignment is required.

(c) To confirm or correct a deed previously executed and recorded;

The deed of correction must contain a statement of what is being corrected and a reference to the previously recorded document.

(d) To evidence a gift, in trust or otherwise and whether revocable or irrevocable, between husband and wife, or parent and child or the spouse of either;

(e) On sale for delinquent taxes or assessments;

A Sheriff's deed must state "ON ORDER OF SALE" at the top to use this option.

(f) Pursuant to a court order, to the extent that such transfer is not the result of a sale effected or completed pursuant to such order;

If any money is exchanged it is considered a sale and this option cannot be used.

(g) Pursuant to a reorganization of corporations or unincorporated associations or pursuant to the dissolution of a corporation, to the extent that the corporation conveys the property to a stockholder as a distribution in kind of the corporation's assets in exchange for the stockholder's shares in the dissolved corporation;

An affidavit of facts will be required.

(h) By a subsidiary corporation to its parent corporation for no consideration, nominal consideration, or in sole consideration of the cancellation or surrender of the subsidiary's stock;

An affidavit of facts will be required

(i) By lease, whether or not it extends to minerals or mineral rights, unless the lease is for a term of years that is renewable forever;

Leases that are renewable forever are not exempt from conveyance fees.

(j) When the value of the real property or interest therein conveyed does not exceed one hundred dollars.

(k) Of an occupied residential property being transferred to the builder of a new residence when the former residence is traded as part of the consideration for the new residence;

The conveyance fee on the value of the former residence is paid when the builder transfers the new residence to the homeowner. The initial transfer is therefore exempt so that what is in essence a single transaction is not taxed twice.

- (l) To a grantee other than a dealer in real property, solely for the purpose of, and as a step in, the prompt sale thereof to others;**
The second transfer must be completed immediately after the first. This option cannot be used with court orders.
- (m) To or from a person when no money or other valuable and tangible consideration readily convertible into money is paid or to be paid for the real estate and the transaction is not a gift;**
Names changes, splits (to the same owner) plats, transfers from a business to the owner/shareholder and Affidavits of Successor Trustee are types of transfers that can use this option. No consideration, no matter how small, can be specified in the deed.
- (n) Pursuant to division (B) of section 317.22, or to section 2113.61, R.C., between spouses or to a surviving spouse pursuant to section 5302.17, R.C.;**
Transfers to a survivorship or to survivors by transfer on death deed or certificate of transfer may use this option.
- (o) To a trustee acting on behalf of minor children of the deceased;**
- (p) Of an easement or right- of- way when the value of the interest conveyed does not exceed one thousand dollars;**
- (q) Of property sold to a surviving spouse pursuant to section 2106.16 of the Revised Code;**
- (r) To or from an organization exempt from federal income taxation under section 501(c)(3) of the “Internal Revenue Code of 1954”, 68A Stat.3, 26 U.S.C. 1, as now or hereafter amended, provided such transfer is without consideration and is in furtherance of the charitable or public purpose of such organization;**
No consideration may be paid if this option is used. A complete copy of the 501 (c)(3) form must be provided.
- (s) Among the heirs at law or devisees, including a surviving spouse, of a common decedent, when no consideration in money is paid or to be paid for the real property, and the transaction is not a gift.**
Heirs of the same decedent named on the same document may transfer the inherited property among themselves without paying conveyance fees.
- (t) To the trustee of a trust when the grantor of the trust has reserved an unlimited power to revoke the trust.**
A complete copy of the trust or a copy of a recorded Memorandum of Trust will be required as proof of the qualification for exemption. The memorandum must include the language cited by the Ohio Revised Code (5301.25.5) and whether or not the trust is revocable or irrevocable
- (u) To the grantor of a trust by a trustee of the trust, when the transfer is made to the grantor pursuant to the exercise of the grantor’s power to revoke the trust;**
The creator of a trust may revoke the trust and transfer property back to himself/herself without paying conveyance fees.
- (v) To the beneficiaries of a trust if the fee was paid on the transfer from the grantor of the trust to the trustee or pursuant to trust provisions that became irrevocable at the death of the grantor;**

A complete copy of the trust or a fully executed affidavit stating who the creator of the trust was, who the trustee was and who the beneficiaries are will be required as proof of the qualification for exemption.

(w) To a corporation for incorporation into a sports facility constructed pursuant to section 307.696[307.69.6] of the Revised Code;

Conveyances of Existing Parcels

Recorded lots

Instruments conveying parcels in a recorded subdivision must designate the lot or block number, the recorded subdivision name and the plat book and page or cabinet and slide of record. Lots in “unrecorded” allotments must be described by metes and bounds.

Metes and Bounds

When an existing parcel is being conveyed with no modification to the parcel’s boundaries a previously recorded legal description may be used. Each instrument will quote a record volume and page where the description has been previously recorded. The description used must exactly match the previously recorded description except that the instrument must reflect changes in corporate boundaries. Language should be added to the effect of “Now situated in the City of...”. Changes in corporate boundaries do not cause changes to original townships or original lots and tracts and references to these should not be deleted or altered.

Exceptions

Descriptions with exceptions will be allowed only for parcels created before May 20, 1997 and for parcels that completely surround an island parcel so that the “island” can be described in no other way. After that date the remainder parcel from a split will be considered a new parcel and will be subject to same rules as a new parcel prior to it being conveyed. Exceptions will be allowed for new parcels created by right of way acquisitions of strips of land adjoining existing rights of way. A description containing exceptions must give the net acreage of the parcel when the exceptions are subtracted. Under no circumstances will any description contain more than three exceptions.

Rejection of Previously Recorded Descriptions

A previously recorded description will not be accepted if:

1. It contains obvious errors such as missing courses or an improper beginning point.

Proper beginning points for all descriptions are:

- a. Original lot, tract or township corners.
- b. Corners in recorded allotments
- c. Any combination of intersections of the following types of lines:
 1. Centerlines of public streets
 2. Public street right-of-way lines
 3. Original lot lines

2. It does not close or does not contain enough information to calculate a mathematical closure.
3. It leaves gaps or overlaps which exceed the accuracy limits of the base map available to Summit County at the time of the transfer.

Exempt Descriptions

A previously recorded description in certain types of transfers, deemed exempt from the payment of conveyance fees, will be exempt from the closure and gap/overlap requirements above except that the description must meet all of whatever standards were in effect at the time the description was originally recorded. The types of transfers exempted are those exempted using the following letters on the DTE Form 100 (EX), "Statement of Reason for Exemption from Real Property Conveyance Fee": b, c, d, e, f, n, s, t and u. The definitions of these letter choices are listed under *Use of Exempt Form DTE 100 (EX)*.

Original Description Should Be Used

It is suggested that if the description in the present deed does not meet these standards that it be researched back to when the description was originally recorded. Many times over the years a perfectly acceptable description is rendered unusable by ill-advised deletions and typographical errors.

Non Metes and Bounds Descriptions

Previously recorded non-metes and bounds descriptions will be judged on an individual basis. If there is no ambiguity in the description and, for acreage parcels, if the acreage is included in the description the description may be acceptable.

New Parcels

These standards apply to all instruments which convey fee title to newly created parcels of land or which change the existing recorded description for a parcel of land including but not limited to subdivision plats, condominium plats, cluster development plats, vacation plats, dedication plats, centerline plats, plats of boundary line agreements and deeds (splits and resurveys). The standards also apply to instruments which are similar to fee transfers such as land contracts, easements for highway purposes and long-term leases.

Survey and Drawing Required

All plats and all new legal descriptions submitted for transfer must be prepared by an Ohio registered professional surveyor from an actual survey and must comply with all applicable sections of Chapter 4733.37 of the Ohio Administrative Code, titled 'Minimum Standards for Boundary Surveys in the State of Ohio'. A copy of a survey drawing must accompany all conveyances of new parcels for which plats are not required. Survey drawing requirements beyond those in the minimum standards are detailed below.

Beginning July1, 2002: For public road right-of-way takes, where many parcels splits are being surveyed simultaneously but conveyed at different times, a single drawing or set of drawings, signed and sealed by a registered surveyor and meeting all survey drawing

standards, may be submitted with the first conveyance and serve as the drawing for all subsequent conveyances. The submitter of the first conveyance must make conveyance department personnel aware that other conveyances will follow and the submitter of the subsequent conveyances must know that a drawing is on file and inform conveyance department personnel of that fact when subsequent conveyances are filed.

Survey Must Be Recorded

Beginning July 1, 2002 the survey drawing of a new parcel must be recorded. The survey may be on drafting film or paper but it must be in good condition when submitted and must have an original seal and signature of the surveyor. If the survey drawing being submitted must be approved by another political subdivision or officeholder then the approval signatures must be on the survey drawing prior to submitting to the County for recording. Only survey drawings with original signatures will be accepted for recording. In cases where multiple parcels are being created but not conveyed at the same time the survey drawing shall be recorded with the first. Subsequent deeds may either refer to the recording of the survey or rerecord the survey. The parcel being conveyed by the deed must be clearly delineated on the drawing and must be identified by a unique identifier. Do not use the words "lot" or "sublot" when referring to parcels on a survey drawing. Reserve these words for major subdivision plats. Instead use "parcel" or "outlot" or a similar word.

Each recorded survey drawing must include this statement:

"No transfer is taking place with the recording of this survey. This survey is being recorded as a graphic representation of a legal description in a deed ."

Deed Requirements

All deeds must include the street address for the parcel as assigned by the proper local authorities if the address is available.

All descriptions in deeds:

Must be metes and bounds except for:

Sub lots in recorded subdivisions

Units in a planned unit development

Units in condominiums

Right of way takes as designated on a recorded right of way survey

Must comply with Minimum Standards for Boundary Surveys.

Survey Drawing and Plat Requirements

All requirements listed are in addition to or in clarification of the provisions in the minimum standards and in the O.R.C.

General Requirements

All survey drawings and plats must include:

1. Existing underlying parcel lines.
2. The parcel number of each existing parcel affected by the changes.
3. The area of each new parcel.
4. The area of each new parcel that lies within a road right-of-way.
5. The area of each part of an existing parcel that remains after changes are made.

6. A graphic representation on each parcel of all structures which have an assigned tax value and which fall within the limits of the parcel including buildings, oil and gas wells, etc.
7. Existing house numbers as displayed on structures.
8. The deed volume and page of adjoining properties or the name and cabinet and slide or plat book and page of any plats which adjoin the area surveyed or platted.
9. For plats with multiple pages the name of the plat should show on each page.

Allotment, Subdivision or Cluster Development Plat Requirements

Each plat must include:

1. A statement of the number of lots and blocks being created.
2. The total area of all lots and blocks.
3. The total area of all streets being dedicated by the plat.
4. The area of each individual lot or block shown with that block or lot.
5. A definite line type which delineates the platted area.
6. House numbers as assigned by the proper local jurisdiction where available prior to recording.

Condominium Plat Requirements

Each plat must include:

1. Designation of common areas and limited common areas that agree completely with the areas as described in the declaration or amendment to the declaration. If subsequent amendments make any additions to common areas and limited common areas from expansion areas from outside the condominium a new plat must be prepared and filed. Areas not specifically designated as common areas or limited common areas on the original plat and declaration or on subsequent plats or amendments will not be transferred to the units by the filing of the plat and declaration or amendment. Those areas will remain in the name of the developer until designated as common areas or transferred by deed.
2. A listing of all units being created on the cover sheet of the plat.
3. A definite line type that delineates the platted area.
4. Proper dimensioning of building footprints on the survey plat page of the plat.
 - a. The dimensions must be surveyed dimensions.
 - b. Where angles are not ninety (90) degrees an angle must be given.
 - c. Using the dimensions and angles given the building must close within 0.2 foot.

In all cases it the responsibility of the owner to ensure that the plat, the declaration and all amendments agree. All are legal documents and the county may use any of them in determining unit designations, etc.

Street Vacation Plat Requirements

Each plat must include:

1. If a street vacation results in a subdivision of the street parcel between two or more owners a survey will be required with monumentation set at all corners of division.
2. If one owner owns on both sides of a street vacation and is receiving the full area of the vacation the survey as shown on the plat may cover the entire new ownership parcel or just the vacated part, at the option of the owner.
3. The area of each parcel being created must be shown.

Street Dedication Plat Requirements

Each plat must include:

1. The area taken from each existing parcel
2. The area remaining in each existing parcel

Non-Plat Conveyances

Anytime a change in real property rights takes place, which does not affect an entire existing parcel, a new auditor's parcel must be created and transferred (commonly referred to as a 'split'). This change could include a change in fee, an easement for highway purposes or a land contract any of which requires splitting of the tax bill. Each conveyance in these categories requires a survey and submission of a copy of the survey drawing. In addition to the county auditor requirements all splits must conform to state and local regulations and be approved by the proper local authorities.

Public Right of Way Acquisitions

For parcels being taken for public right of way the right of way survey may be recorded prior to the execution of the deeds that actually transfer the parcels. The deeds may refer to the parcel designation and the recording of the survey in lieu of a metes and bounds description. For example, the description would read, "All of Parcel WD-21 as shown on survey drawing recorded as Reception Number 99999999".

Care should be taken that the survey drawing includes all information that is customarily included in a metes and bounds description.

New Parcel Approval Process

Submissions of conveyances for approval should include the original plus one (1) copy for the GIS technician to keep. Reviews of non-plat conveyances using new descriptions should be completed in less than two (2) hours. Reviews of plats should be completed in less than twenty-four (24) hours. Conveyances that do not meet these standards will be returned to the submitter along with an explanation, in writing, of the deficiencies of the conveyance. When resubmitting the conveyance after corrections are made the submitter must include this explanation with the resubmittal.

Digital Submissions

Beginning July 1, 2002 subdivision and survey drawings must be submitted in a digital form in addition to the recorded hardcopy submissions. Summit County will ensure that all proprietary information contained in any digital submission will not be released to the public nor used for any purpose other than updating Summit County's maps. A digital submission must meet the following requirements:

1. It must be in a format that can be readily converted to ARCINFO, mainly AutoCAD DXF, Microstation IGDS and properly formatted ASCII text files.
2. When the survey is tied to State Plane Coordinates the digital file may represent ground or grid distances. If ground distance are used one point of the survey file must be designated as having true coordinate values. The combined scale factor used will be reported in either case.

3. All layers in the digital submission that Summit County uses in updating their maps must be identified in accompanying documentation. These layers should include only parcel lines, right of way lines, access easements lines, municipal boundary lines, old lot lines and other major easement lines. The layers should not include building lines, required standard utility easements along sub lot lines or topography and planimetric detail lines. If the surveyor wishes he may submit to Summit County the necessary layers only.
4. All line segments in the digital submission must be straight lines, single radius curves or spiral curves. No lines with angle points, compound or reverse curves should be included. Curves must be separate from tangent lines and from curves of a different radius. All lines will be imported by Summit County into ARCINFO. When the import is done Summit County will intersect all touching and crossing lines. Lines will be considered touching if they are within 0.005 feet of each other. When the intersection is complete the length and bearing of each line segment produced will be calculated. These calculated values must match the values printed on the hard copy drawing being recorded within the limits of round-off error.

In other words, where the side lines of a parcel meet another line (right-of-way, allotment boundary, etc.) the end of the parcel side line must come within 0.005 feet of touching the right of way or allotment boundary line. Summit County will break the lines where they meet so that a separate line exists for each parcel boundary line. At all points of intersection already existing on the digital drawing the ends of the lines must come within 0.005 feet of touching.

5. An ASCII text file may submitted in one of two formats:

- a. ArcINFO GENERATE format

Each line of the drawing shall be represented separately as follows:

```
<unique identifying number>
<Beginning X or Easting>, <Beginning Y or Northing>
<Ending X or Easting>, <Ending Y or Northing>
end
```

Example of a listing of two lines:

```
203
2220285.43,530327.23
2220286.01,530236.35
end
```

```
204
2220286.01,530236.35
2220386.15,530236.93
end
```

It makes no difference which coordinate is listed first. It also makes no difference what order the lines are listed in since they will be placed by their coordinate values. It is essential, however, that connected lines have the exact same coordinate for the same point.

Curves would be represented by the chord of the curve or by the radii from the beginning curve point to the center of the curve and from the center of the curve to the ending curve point. The tax map technicians will complete the curve from the plat information. Optionally, curves may be supplied in a text file separate from the straight lines by including a point on the curve between the beginning and ending coordinate points:

```
207
2220285.43,530327.23
2220286.01,530236.35
2220386.15,530236.93
end
```

The identifying numbers should be unique in both files. They should not be repeated between the files.

b. Coordinate Listing

A list of coordinate points may be submitted in this format:

<Point number>, <easting>, <northing>, <additional description>.

The additional description is not required. A drawing showing the layout of the subdivision with the point numbers is required. The center point of all curves must be included using this format.

6. In all cases inverting between the coordinates of the beginning and ending nodes of a line must produce bearings and distances that match the bearings and distances on the hard copy plat, within the limits of round-off errors.

Basis of Bearing

The previous version of these standards included this requirement:

Beginning January 1, 1998 all major subdivision plats and plats of new condominium developments (not new amendments to existing condominium developments) must use grid north of the Ohio State Plane Coordinate System as the basis of bearing or include the rotation angle between the bearing system in the conveyance and grid north. This bearing may be determined by astronomical observation, from existing geodetic control or from an adjoining deed.

This requirement has not been enforced. Beginning July 1, 2002 the following requirement will be enforced:

Beginning July 1, 2002 all major subdivision plats, plats of new condominium developments (not amendments to existing condominium developments), cluster development plats, planned unit development plats and any other plat or survey creating or modifying more than five (5) parcels of land must use grid north of the Ohio State Plane Coordinate System as the basis of bearing or include the rotation angle between the bearing system in the conveyance and grid north. This bearing may be determined by

astronomical observation, from existing geodetic control or from new control properly established according to the latest requirements of the Federal Geodetic Control Subcommittee.

State Plane Coordinates

Beginning July 1, 2003 all major subdivision plats, plats of new condominium developments (not amendments to existing condominium developments), cluster development plats, planned unit development plats and any other plat or survey creating or modifying more than five (5) parcels of land must be tied to the Ohio State Plane Coordinate System, North Zone, North American Datum of 1983, 1986 adjustment.

Distances reported on the plat may represent ground or grid distances. If ground distances are used one point of the survey file must be designated as having true coordinate values and reported on the plat. The combined scale factor used will be reported in either case.

The survey to tie to the Ohio State Plane Coordinate System should be conducted in a manner consistent with Ohio Revised Code Chapters 157.07 and 157.08. 157.07 requires ties with a positional tolerance of +/-0.05 meters or +/-0.16 feet with respect to the nearest first or second order horizontal control. Both 157.07 and 157.08 require that the control point coordinates be established according to the latest requirements of the Federal Geodetic Control Committee, now the Federal Geodetic Control Subcommittee.

Discrepancies in Bearing and State Plane Coordinate Values

When discrepancies exist between adjoining surveys in values of grid bearing or state plane coordinates where these values were established to comply with these standards Summit County will not reject conveyances because of the discrepancies. After the recording of the conveyances Summit County will attempt to resolve the differences. If a survey is subsequently found to be in error Summit County may require the documents to be re-recorded.

Exemptions from Basis of Bearing and State Plane Coordinate Requirements

Public projects for which the design contract negotiations were completed prior to the effective date of these standards will be exempt from Basis of Bearing and State Plane Coordinate requirements. Private projects, which were started before the effective date of these standards, may apply for exemption by submitting acceptable proof of the starting date of the project.